APPLICATION FOR RECORDS RETENTION SCHEDULE

Form 4998 (7-78)

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

•	npleting this form contact DHR Records Management Unit, 4 56-4976 GIST: 221-4983	7 Trinity Avenue, Atlanta, Georgia
DHR	1. GEORGIA DEPARTMENT OF HUMAN RESOURCES	ARCHIVES AND HISTORY
Application Date	Division of Family & Children Services	Application Number
July 19, 1979	Specialized Services Section / Services	79-143
Application Number	to Families and Children Unit / 2nd	Date Received Date Completed
, ···	Floor - 618 Ponce de Leon Avenue, N.E.	1110
DHR-29	Atlanta, Georgia 30308	AUG - 1 1979 AUG 1 3 1979
2. Person to Contact	Working Title	Telephone Number
Ms. Bernice Holm	es Secretary/Typist	894–4440
		de; 🔲 Void
4. Dates of Series	5. Records Series Title (followed by title used in office; if different)	
Earliest Latest		
1973 to present	Authorization of Foster Care Case Files	
6. Division and Office Function	What is the function of the Division and the Office in which this	record series is created?
159 County Directors for overseeing the f Adults; Work Incent The Services to Fami	ices Section, through the Supervision of I of Departments of Family and Children Serield administration of Services to Familiave Program (WIN); Support Program; and lies and Children Unit has responsibility services for families and children in the	vices, has the responsibility es and Children; Services to the State Placement Program.
tions, child protect	ive services, services to expectant parent designed to strengthen the family.	
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7. Records Series Description	This file contains the following documents (include form numbers and	titles, if any): Attach samples of the file.
Documents relating to: rev authorizing foste	iewing forms, received from counties State r care for children who need this service.	-wide, concerned with
Included are: form DCS	/SSS-527 (new number 527) (Initial Authori	zation of roster care, which
shows name and ad	dress of child, case number, date placed b	y court order, name and au-
dress of foster h	ome, foster care rate, reason for placement orm DCS/SSS-529 (new number 529) (Authorize	ration of Foster Care Status
boarding care; I	orm DCS/SSS-329 (new number 329) (Authorized) which gives child's name and name of fo	ster home or institution.
Change/lermination	us change and effective date, or terminati	on (and reason for) and ef-
factive date: ar	d form 521 (Rev. 7-77) (Monthly Invoice-En	ergency Shelter Care Services
Fee) shows name a	and full address of foster parent operating	emergency shelter care home;
dates of care. no	mber of children, amount due, date and sig	mature of foster parent certi-
fying claim for a	service fee, date and signature of county of	lirector approving claim for
payment by State.	form 526 (Foster Care Invoice) shows name	ne of county, name and full
The file is arranged : alph	abetically by county; thereunder, alphab	etically by name of child or
by name of foster		
8. Monthly Reference Rate	How often are records referred to which are:	<u> </u>
One to six months and	O 6; Seven to twelve months old; Thirteen to twe	anny four months old
twenty-five months and older	initiaen to two	MAY-VOI HORIUS OIG
9. Annual Rate of Accumulation or	Records	
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Letter-size drawers 4 1/2	; Legal-size drawers; Shelves; (Other (Specify)

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		b. Does	the series	contain confident	tial information requ	uiring security han	dling? If yes, cite	law or regulation.		
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		h. Is the	re a duplic	cation of this serie	es in your office, or	in another office	or agency?			<u> </u>
[:	×	If ye	, where?				· :		· · · · · ·	
	x]	l. is th	s series for	a major portion	of It) regularly micr	ofilmed?				
ĸ	΄.Τ	j. Does	the record	series result in a	computer printout?	?				
. Ret	ention	Requirer	nents		The follow	ring requires the se	ries to be kept:			, ,
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a.		Law			Y08/5.	d.	Audit period			years.
b.	4-2-1	rte of limit	pation .	•	years.	•. -	Administrative			years.
C.	Fede	ral lew			years.	f.	Federal retention	on instructions		years.
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23 H	d Ch Hold in Transfe Transfe	to Fanildren the curre er to local er to State	amilies a Unit ont files are holding ar	Calendaria	dar Year; Fiscalmenth(s) year(s); the	Year; Other	s); then			
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